



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ASSISTANT STATE CONTROLLER

Job Number: 20001784

Job Code: 94980V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 07/15/1994

Job Revised: 07/16/2006

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a chief financial assistant to the Executive Director of the Office of the Controller for the Commonwealth of Kentucky. Provides oversight and financial expertise to the organization responsible for statewide fiscal control, accounting policy and administration, transaction processing, data security, management reporting database and reporting in accordance with generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB). Provides guidance on cash management, strategic finance planning and debt and investment management for the Commonwealth; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with either a bachelor's or a master's degree in accounting, business administration, public administration, economics, finance, political science or a related field.

EXPERIENCE:

Must have five years of large financial system administration experience in the areas of financial analysis, budgeting/financial planning or accounting management in a local, state or federal government, financial institution, corporation or institution of higher learning.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for the daily oversight and management of the Commonwealth's system of financial administration and fiscal control. Provides expertise to financial management staff within the Office of the Controller. Serves as a representative for the State Controller before the General Assembly's various committees, in conferences with legislators, agencies, public interests groups and the media as well as other designated purposes. Coordinates review of all pertinent legislation introduced in the General Assembly. Proposes and implements statute changes and statewide accounting policy/procedure in both regulation and guideline forms. Initiates, staffs and implements technology projects on behalf of state agency users to improve effectiveness and efficiency of processes that integrate with the accounting system. Utilizing an in-depth knowledge of Governmental Accounting Standards Pronouncements and Generally Accepted Accounting Practices (GAAP) as well as an understanding of the state budgetary model, directs the annual publication of the Comprehensive Annual Financial Report (CAFR) and Supplemental report. Designs and codes reports and builds data extracts for internal reporting needs and builds statewide reports to be made available to system users through the information Enterprise Reporting System. Leads system design projects and implements system modifications for expanded functionality, system fixes and system efficiency. Coordinates internal control activities for all state agencies. Coordinates the MARS system configuration and monitors the daily, monthly and annual production issues. Acts as an advisor for debt and investment related activities. Performs research to fill information requests from auditors, elected officials, Legislative Research Commission and open record requests.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office environment with travel in-state. Occasional out-of-state travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.